PHILIP MORRIS MANAGEMENT CORP. INTER-OFFICE MEMO

120 PARK AVENUE, NEW YORK, N.Y. 10017-5592

TO: Records Coordinators
Philip Morris Companies Inc.
Philip Morris Incorporated
Philip Morris Management Corp.

DATE: June 28, 1995

FROM: William Lynch III

RE: Records Disposal Suspension Notice

As Records Coordinators, it is your responsibility to see that all records are managed pursuant to the Records Management Policy.

Requests for certain records, all or most of which are already subject to disposal suspension under the applicable Philip Morris Records Management Manual, were recently served in litigation pending against Philip Morris Incorporated. An order has been entered in the same litigation requiring that certain records be preserved.

This notice will serve to place the records described in the attachment to this memorandum under disposal suspension, to the extent they are not already under suspension and extends to all such records whatever their media. Except for electronic records which must be preserved in original electronic form pursuant to previously issued disposal suspension notices dated April 6, 1994, April 21, 1994, May 4, 1994 and July 28, 1994, electronic mail and other electronic records, if any, should be retained by printing and retaining a paper copy only, in accordance with the usual retention practice for electronic records subject to each Records Management Manual's Appendix entitled Topics *Subject to Disposal Suspension.* However electronic records subject to disposal suspension that are incapable of being printed must continue to be maintained in electronic form.

Records already subject to disposal suspension are listed in the Appendix entitled *Topic. Subject to Disposal Suspension* in the applicable Records Management Manual and in prior records disposal suspension notices. Prior disposal suspension notices and the Appendix entitled *Topics Subject to Disposal Suspension* in the applicable Records Management Manua remain in effect without change.

If there is any question about whether a record is subject to disposal suspension or regarding the appropriate means or media for retention, the record should be retained in its original media pending review by the Legal Department.

Source: https://www.industrydocuments.ucsf.edu/docs/xsmk0001

Please retain a copy of this disposal suspension notice for your files and, as always, distribute this records disposal suspension notice to persons in the departments for which you have records management responsibility. If you have any questions related to this notice, please contact me (New York x4019) in the Legal Department.

JJM:gr
cc: D. Keane
R. Whidden
T. Beane
J. Chaump
D. Crawford
P. Dodd
H. Long
M. Moore
J. Mulderig
A. Padone
C. Purcell
S. Reich
C. Wall

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